

Fire and Rescue Annex

CHECKLIST FOR ALL DISASTERS

(There is no set order to these checklist items.)

Started/Completed

Notes

NOTE: See also checklists for Earthquake, Hazardous Materials Incidents, Flood, Fire, Windstorm and Tsunami.

Before an Emergency

- Keep training (including heavy rescue training) current.
- Provide for prevention of flat tires during emergency response in debris-strewn areas.

During an Emergency - impact phase

- Place available public and private search and rescue resources on standby.
- Work with Law Enforcement to warn and evacuate the public.
- Relocate fire and other emergency equipment to a safe area.
- Assist in evacuating non-ambulatory persons.
- Coordinate with facility operators to prevent any hazardous materials release.
- Determine personnel requirements.
- Recruit additional personnel as needed.
- Establish resource assembly points.
- Coordinate with Logistics for emergency equipment and other needed supplies.
- Respond to the Emergency Operations Center, if activated. (Fire Coordinator)
- While in the EOC, identify yourself according to EOC Standard Operating Procedures.
- Maintain an Activity Log.
- Help with initial triage of injured persons.
- Help with evacuation.

CHECKLIST FOR ALL DISASTERS, continued

During an Emergency - impact phase

Help Sheriff with perimeter and traffic control.

Help alert and notify the public.

Check with Scene Incident Commander to determine existing or potential rescue requirements.

Verify activation of on-scene Incident Command System.

Ensure that adequate Fire and Rescue resources are on scene.

Request mutual aid assistance, as required.

Tag injured and deceased as required.

Report conditions, needs, observations, resource status, and progress to Operations Chief.

Order evacuation of any facility or area if necessary.

If any evacuation area borders on or can extend into an adjacent area, notify the agency for that area of the actions taking place and the reason for the evacuations.

Mark premises which have been searched.

Determine condition of critical facilities (such as schools, public assembly buildings, high rise buildings, etc.) where life safety is a primary concern.

Determine condition of pre-designated locations where hazardous chemicals, flammable substances, and explosives are stored or used.

Check communications to ensure dispatching and reporting system is operating.

Dispatch units to provide alternate communications links if necessary.

Determine if the fire fighting water system is working.

Extinguish fires when possible.

Keep other emergency forces informed of areas threatened by fire.

Work with Public Works to clear debris from roads.

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CHECKLIST FOR ALL DISASTERS, continued

- Check with Planning for a weather forecast.
- Organize rescue teams.
- Organize and direct rescue of trapped persons.
- Protect or save lives; protect property if practical.
- Work with Supply to obtain needed tools, equipment, fuel, food, clothing, and personal items.
- Keep Planning updated.
- Coordinate with Sheriff to keep the public as far from the scene as reasonably possible.
- Call for equipment needed for debris clearance and heavy duty rescue operations.
- Work with the Care and Shelter regarding shelter locations.
- Work with Sheriff to establish access controls to damaged areas.
- Help people get to safe areas.
- Assign mutual aid resources arriving from other jurisdictions.
- Coordinate with Medical on the care of the injured.
- Request heavy rescue mutual aid assistance as needed and available.
- Ensure that resources are released from the scene as soon as possible.
- Ensure an orderly de-escalation of the emergency response after the situation is controlled.

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CHECKLIST FOR ALL DISASTERS, continued

After an Emergency

- Assemble all records for transmittal to appropriate Finance or Planning Chiefs.
- Determine response deficiencies.
- Make sure first responders under your authority participate in a debriefing before going home.
- Make sure first responders under your authority receive counseling if needed.
- Re-check this checklist.
- Make suggestions for corrections or changes to the Fire and Rescue Annex.

NOTE: Use this checklist as a supplement to the basic Checklist For All Disasters

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CHECKLIST FOR EARTHQUAKES

Started/Completed

Notes

- Move all emergency equipment to open areas to prevent damage in the event of aftershocks.
- Check to make sure there is minimal risk of aftershocks before moving equipment back inside.

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CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS

Started/Completed

Notes

NOTE: Use this checklist as a supplement to the basic Checklist For All Disasters

- Secure services of the designated governmental or private hazardous materials cleanup agency.
- Make sure that responding units do not drive through the hazardous material.
- Make sure that operations are conducted from an upwind position, if incident involves fire or toxic cloud.
- Identify spilled or leaked substance. This would include locating shipping papers and/or placards and contacting, as required:
 - Shipper phone # _____
 - Manufacturer phone # _____
 - ODOT 541-686-7596
 - OSP 541-997-2211
 - Local chemical cleanup company phone #541-888-9100
 - CHEMTREC 800-424-9300
 - Oregon Emergency Mngt. 503-378-2911
 - US Coast Guard 541-997-3631
 - National Response Center 800-424-8802
 - OARS 800-452-0311
- Make sure that those working in hazardous areas have adequate protective clothing and breathing apparatus.
- Reevaluate perimeters as the hazardous material is identified and/or environmental conditions change.
- Help medical personnel isolate and remove contaminated or injured persons from the scene.
- Take action to contain and/or prevent the spread of the material.
- Identify radiological situations.
- Provide radiological monitoring if needed.
- Provide radiological decontamination procedures if needed.
- Avoid attempts to neutralize large volumes of chemical spills (except for contaminated personnel).
- Avoid diluting or washing away spills.
- Identify the clean up crew.
- Order clean up.

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CHECKLIST FOR FLOOD OR TSUNAMI

Started/Completed

Notes

NOTE: Use this checklist as a supplement to the basic Checklist for all Disasters

- Check the inundation maps to verify the area affected and available evacuation routes as needed.
- Continue to assist in warning areas not yet flooded.
- Help with flood fighting activities.
- Dispatch teams to search flooded areas for trapped persons.
- Expand search and rescue activities as flood stage diminishes.

Fire and Rescue Annex

CHECKLIST FOR FIRE

Started/Completed

Notes

NOTE: Use this checklist as a supplement to the basic Checklist For All Disasters

- Determine perimeters of fire and projected containment, control, and extinguishment.
- Advise Mutual Aid Region Fire Coordinator of the situation and request the Region be on stand-by, if prudent.